

Proclamation Guidelines

Proclamations are ceremonial documents signed by the Mayor and issued for:

- Public awareness
- Special honors

Who can make a proclamation request?

- Request must be made on behalf of current or former Bedford Heights residents
- For individuals, businesses or organizations

What is required for a proclamation request?

- Contact person's first and last name, address and telephone number
- A brief summary and or background of the event, organization or person being honored
- The name, title and date of the event to be proclaimed
- Draft text for the proclamation (1-2 brief paragraphs)
- An indication of whether the proclamation should be mailed or will be picked-up
- A date when the proclamation is needed
- 2 weeks advance notice required (unless it is for a recent passing of a loved one)

For questions please contact the Mayor's office at 5661 Perkins Road Bedford Heights, Ohio 44146.

Phone: 440-786-3214 or 440-786-3215

Fax 440-786-3217